MINUTES OF A MEETING OF THE BOARD OF COURSEWORK STUDIES HELD ON THURSDAY 23RD FEBRUARY 2012 FROM 10AM TO 11.30AM IN THE PRESCOTT ROOM

MEMBERS OF THE BOARD OF COURSEWORK STUDIES
Senior Deputy Vice-Chancellor as Chair (Winthrop Professor Bill Louden)
Chair of the Academic Board (Winthrop Professor Karen Simmer)
Deputy Chair of the Academic Board (Winthrop Professor John Cordery)
Executive Director (Academic Services) and Registrar (Mr Peter Curtis)
Chair of the Bachelor of Arts Board of Studies (Winthrop Professor Alan Dench)
Chair of the Bachelor of Commerce Board of Studies (Winthrop Professor H. Y. Izan)
Chair of the Bachelor of Design Board of Studies (Associate Professor Kate Hislop)
Chair of the Bachelor of Science Board of Studies (Winthrop Professor Grady Venville)
Academic Secretary (Ms Sylvia Lang)
President of the Guild of Undergraduates (Mr Matthew Mackenzie)
Executive Officer (Dr Kabilan Krishnasamy)

STANDING INVITEES
Winthrop Professor Ian Reid, Senior Academic Reviewer
Dr Claire McIlroy, Senior Legislative Officer, Academic Policy Services

APOLOGIES
Pro Vice-Chancellor (Education) (Winthrop Professor Jane Long)
Winthrop Professor David Plowman

WELCOME
The Chair welcomed members to the meeting of the Board of Coursework Studies.
The Chair also welcomed Mr Matthew Mackenzie (the new President of the Guild of Undergraduates) to his first meeting of the Board of Coursework Studies in 2012.

DECLARATIONS OF POTENTIAL FOR CONFLICT OR PERCEIVED CONFLICTS OF INTEREST
No conflicts of interest were declared.

ITEMS/BUSINESS IN PROGRESS NOTED SINCE PREVIOUS MEETING

<table>
<thead>
<tr>
<th>ITEM/BUSINESS IN PROGRESS</th>
<th>ACTION</th>
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<th>STATUS</th>
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<tbody>
<tr>
<td>University Policy on Ungraded Passes/ Ungraded Fails</td>
<td>That a discussion paper, which compares and analyses the WAM and GPA instruments as selection tools for University courses, be prepared under the auspices of the Pro Vice-Chancellor (Education) with assistance from the Associate Director, Student Services (Admissions).</td>
<td>Pro Vice-Chancellor (Education)</td>
<td>In Progress. Scheduled to report to the Board of Coursework Studies in semester 1 2012.</td>
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1. MINUTES – REF: F26981

RESOLVED – 1/12
That the minutes of the meeting of the Board of Coursework Studies held on 16th November 2011 be confirmed.
2. **ITEMS FOR COMMUNICATION TO BE DEALT WITH EN BLOC**

Members noted the following items as outlined in Part 1 of the Agenda:

i. Principles and Rules for the Operation of Committees – Ref F12202
ii. Board of Coursework Studies Meeting Dates in 2012 – Ref F26981
iii. Modifying Prerequisites for Students in Transition – Ref F34876

3. **ADVANCED DIPLOMA IN ABORIGINAL LEGAL STUDIES: PHASE ONE PROPOSAL – Ref F40792**

Members considered a Phase 1 concept plan undergraduate course proposal for the Advanced Diploma in Aboriginal Legal Studies for offering from 2013. It was noted that this has been proposed as an accelerated undergraduate course which would be a pathway for Indigenous students to the JD (Juris Doctor).

The following feedback was noted in the ensuing discussion:

1. It would be helpful to understand how the previous pre-LLB program was structured and operated, as this might provide the context for reviewing the present proposal.
2. Since the proposal does not identify any specific entry requirements for admission to the Advanced Diploma in Aboriginal Legal Studies, further details about the expected cohort (that is, their educational attainments and/or work experiences) would be relevant.
3. The balance between the 5 study units and the 7 work placement units required justification, to allay concerns that students proceeding to the JD through this pathway may lack sufficient academic preparation.
4. There was no detail about what the student would need to do at Level 3.

RESOLVED – 2/12

That the Concept Plan for the Advanced Diploma in Aboriginal Legal Studies be endorsed and be progressed to Phase 2 for the formulation of a detailed proposal, which will need to address the feedback 1 – 4 as minuted above.

**ITEMS FOR THE ATTENTION OF THE ACADEMIC COUNCIL**

4. **ITEMS FROM THE BOARD OF STUDIES FOR THE BACHELOR OF SCIENCE**

4.1 **MAJOR IN APPLIED COMPUTING: PROPOSED STRUCUTRAL CHANGES FOR OFFERING MAJOR IN 2013 – Ref F29709**

The Board of Studies (BSc) had resolved by R3/12 to recommend to the Board of Coursework Studies that the request from the School of Computer Science and Software Engineering, which had sought a minor structural change to the Applied Computing major for offering from 2013, be endorsed.

Members noted that the requested change, which moves STAT1400 Statistics for Science to become a complementary unit, and which introduces CITS1002 Programming and Systems, into the core, would meet the requirements of the Australian Computer Society (ACS), the programme's accrediting body. It was also noted that the proposed changes would also strengthen the computing content of the major and that the guideline that at least four units must be unique to this major sequence was not affected.

Members had before them:
- A memorandum from the School of Computer Science and Software Engineering
- Maps of the structure of the major in Applied Computing

Members agreed that although it was necessary in the current circumstance to replace the complementary unit with a core, it might be problematic to administer cohorts of students completing different requirements of the major over time. It was pointed out that such matters should be dealt
with as a transitional issue and that the course structural rules should continue to apply to students entering in 2012 and beyond. Otherwise, this could result in a proliferation of sub-cohorts of students.

**RESOLVED – 3/12**

to recommend to the Academic Council that the proposed minor structural change to the Applied Computing major be approved for offering from 2013.

### 4.2 ENGINEERING SCIENCE MAJOR – Ref F29710

In April 2011, the Board of Studies (BSc) had considered, by way of a circular, a proposal, submitted by the Faculty of Engineering, Computing and Mathematics, for changes to the Chemical Engineering within the Engineering Science major.

By R20/11 the Board of Studies (BSc) had accepted the following changes:

1. “That the complementary unit CHEM1001 Chemistry - Properties and Energetics be replaced with the complementary unit CHEM1002 Chemistry - Structure and Reactivity.
2. That a new Level 3 core unit Chemical Process Thermodynamics and Kinetics be introduced.
3. That the core unit Introduction to Reaction Engineering be replaced by a new Level 3 unattached elective unit entitled Unit Operations and Unit Processes.
4. That the Level 3 unit entitled Process Design and Synthesis be renamed as Process Synthesis and Design and made an unattached elective unit”.

Members noted the Faculty’s clarification that the unattached electives stated in (3) and (4) were not required for completion of the major, but were required before a student could complete the Master’s programme. Otherwise, the student would be required to take these electives as part of a Master’s Prelim.

Although the introduction of the following two new units was accepted, in principle, the Board of Studies (BSc) (formerly known as the Interim Board of Studies (BSc)) at that time did not have the opportunity to formally review the content of two units.

By R5/11, the Board of Studies (BSc) had resolved to recommend to the Board of Coursework Studies that the following two units be accepted:

- Level 3 core unit entitled Chemical Process Thermodynamics and Kinetics
- Level 3 unattached elective entitled Unit Operations and Unit Processes

Members had before them the following:

- Unit proposal for Level 3 core unit entitled Chemical Process Thermodynamics and Kinetics
- Unit proposal for Level 3 unit entitled Unit Operations and Unit Processes
- Memorandum from the Faculty as background information

It was clarified that the changes to the structure of the Engineering Science major had been approved by Academic Council (by R73/11) and that it was only the academic content of the two new units that was now requiring approval.

**RESOLVED – 4/12**

to recommend to the Academic Council that the Level 3 unit entitled Chemical Process Thermodynamics and Kinetics be approved as a core within the Chemical Engineering in the Engineering Science major and the Level 3 unit entitled Unit Operations and Unit Processes be approved as an unattached elective in the Bachelor of Science.

### 5. NEW POSTGRADUATE COURSE PROPOSALS (PHASE TWO PROPOSALS) FOR OFFERING FROM 2013 – Ref F32907

Members considered a new postgraduate proposal for offering from 2013. The Board was advised that the proposals for the proposed new postgraduate course has been collated as a single attachment and
The Board was also advised that the printing of the proposal was optional.

5.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES: DOCTOR OF DENTAL MEDICINE – Ref F35066

The Standing Working Party of the Board of Coursework Studies had resolved (R2/12) to recommend to the Board of Coursework Studies that the recommendations for the Doctor of Dental Medicine and the associated units forming part of the course and the respective course rules, as attached to the agenda, be approved, subject to providing full unit titles by the end of 2013.

RESOLVED – 5/12

to recommend to the Academic Council that the recommendations for the Doctor of Dental Medicine and the associated units forming part of the course and the course rules, as attached to the agenda, be approved, subject to providing full unit titles by the end of 2013.

6. PROPOSED DEFINITION FOR SPECIALISATION – Ref F37137, F40882

Members noted that the words ‘streams’ and/or ‘pathway’ and/or ‘specialisation’, which lacked official status, have been introduced into the descriptions of a number of majors in the handbook.

One of the original objectives of the Review of Course Structures was to standardise and simplify course-related nomenclature and definitions.

Members considered the following recommendations:

Recommendation 1:
That the following terminology be included in the Glossary (http://www.universitypolicies.uwa.edu.au/glossary):

“Specialisation: designates a particular discipline chosen from within a wider field of study (e.g. Chemical Engineering within Engineering). It is usually applied to the chosen disciplinary focus of an honours or postgraduate course (e.g. as a distinctive variant within a generic master’s course), but in a few cases may refer to a set of specialised units within an undergraduate course major.”

Recommendation 2:
That wherever possible any proliferation of technical terms beyond those approved in the NC2012 Glossary should be avoided, and that Boards of Studies and Academic Council be advised accordingly.

RESOLVED – 6/12

to recommend to the Academic Council that the above two recommendations be approved.

7. CONSTITUTIONS OF THE BOARDS OF STUDIES – Ref F28134

Members noted that Academic Council in November 2011 reviewed the interim status of the Boards of Studies and approved (by R230/11) the proposition that they be made Boards of Studies effective immediately.

Since the Boards of Studies have been formally constituted as University Committees, the Terms of Reference of the former Interim Boards of Studies would need to be amended accordingly.

The Boards of Studies for the Bachelor of Arts (by R2/12), Bachelor of Commerce (by R2/12), Bachelor of Design (by R2/12) and the Bachelor of Philosophy (Hons) (by R1/12) endorsed the respective constitutions and referred them for consideration by the Board of Coursework Studies.
The Board of Studies for the Bachelor of Science, however, had resolved by R2/12 to recommend to the Board of Coursework Studies that clause 5(2), which states the following, be deleted: “A member appointed as a nominee under 2.1(b) – (h) cannot serve for more than two consecutive terms.”

Members had before them the following:

- Constitution of the Board of Studies for the Bachelor of Arts – F28646
- Constitution of the Board of Studies for the Bachelor of Commerce – F28648
- Constitution of the Board of Studies for the Bachelor of Design – F28647
- Constitution of the Board of Studies for the Bachelor of Science – F28649
- Constitution of the Board of Studies for the Bachelor of Philosophy (Hons) – F28650
- Extract from minutes of the meeting of the Board of Studies for the Bachelor of Science held on 6th February 2012

The following arguments were presented for proposing a deletion of clause 5(2):

- That membership of the Boards, comprising Deans or their nominees, was representative of an office rather than a rolling representation of staff.
- That, as it was the responsibility of the Dean to put forward a representative, it seemed reasonable that the Dean be able to nominate the most appropriate person without time constraints.
- That the natural mechanism through which membership of the committee was renewed should be through the natural change of terms in office of the Deans and their representatives.

At the same time, members acknowledged the fact that the intent of clause 5(2) was to ensure that corporate knowledge was not concentrated within a few individuals and that other staff members within a faculty, who might be interested in the business of the Boards of Studies, should also have the opportunity to participate in and contribute to the work of the Boards of Studies.

Members agreed with the proposed deletion of clause 5(2), and

RESOLVED – 7/12

to recommend to the Academic Council that the attached (Attachment A) Constitutions for the Boards of Studies be approved.

Confirmed:

______________________________
Chair
22nd / 03 / 2012


**Role**

1. The role of the Board of Studies for the Bachelor of Arts is to:

(a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
   (i) degree-specific majors for the Bachelor of Arts;
   (ii) embedding the UWA Educational Principles in degree-specific majors;
   (iii) pre-requisites, co-requisites and related matters;
   (iv) units, including broadening units;
   (v) articulation agreements;
   (vi) annual reports, incorporating performance and quality data; and

(b) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Arts by the Board of Coursework Studies or Academic Council.

**Membership**

2. (1) The Board of Studies for the Bachelor of Arts comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Architecture, Landscape and Visual Arts, or nominee;
   (e) the Dean of the Faculty of Business, or nominee;
   (f) the Dean of the Faculty of Education, or nominee;
   (g) the Dean of the Faculty of Law, or nominee;
   (h) the Registrar, or nominee; and
   (i) the President of the Guild, or nominee

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

**Members’ Absence and Nominees**

3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.

   (2) Unless the Chair requests or permits otherwise, a member or nominee appointed under 2(1)(b)–(i) who is unable to attend a meeting cannot send anyone else in their stead.

**Terms of Office of a member appointed as a nominee**

4. The term of office of a member appointed as a nominee under 2(1)(a) – (h) is up to two years.

**Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee**

5. At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (h) is eligible to be appointed for a second or subsequent term of office.

**Skills and/or Qualifications of Members**

6. It is desirable that nominees appointed under 2(1)(b) – (g) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

**Quorum**

7. The quorum for the Board of Studies for the Bachelor of Arts is half the current membership plus one.

**Decisions**

8. (1) All questions that come before the Board are decided by a majority of the members present and voting.

   (2) The Chair of the meeting has an ordinary vote and a casting vote.

**Frequency of meetings**

9. The Board normally meets once each month in the months of February to November with the exception of July when it does not meet.
Board of Studies (Bachelor of Commerce) Constitution


**Role**

1. The role of the Board of Studies for the Bachelor of Commerce is to:

(a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
   (i) degree-specific majors for the Bachelor of Commerce;
   (ii) embedding the UWA Educational Principles in degree-specific majors;
   (iii) pre-requisites, co-requisites and related matters;
   (iv) units, including broadening units;
   (v) articulation agreements;
   (vi) annual reports, incorporating performance and quality data; and

(b) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Commerce by the Board of Coursework Studies or Academic Council.

**Membership**

2. (1) The Board of Studies for the Bachelor of Commerce comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Business, or nominee;
   (d) the Dean of the Faculty of Engineering, Computing and Mathematics, or nominee;
   (e) the Dean of the Faculty of Law, or nominee;
   (f) the Registrar, or nominee; and
   (g) the President of the Guild, or nominee.

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

**Members’ Absence and Nominees**

3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.

   (2) Unless the Chair requests or permits otherwise, a member or nominee appointed under 2(1)(b) – (g) who is unable to attend a meeting cannot send anyone else in their stead.

**Terms of Office of a member appointed as a nominee**

4. The term of office of a member appointed as a nominee under 2(1)(a) – (f) is up to two years.

**Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee**

5. At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (f) is eligible to be appointed for a second or subsequent term of office.

**Skills and/or Qualifications of Members**

6. It is desirable that nominees appointed under 2(1)(b) – (e) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

**Quorum**

7. The quorum for the Board of Studies for the Bachelor of Commerce is half the current membership plus one.

**Decisions**

8. (1) All questions that come before the Board are decided by a majority of the members present and voting.

   (2) The Chair of the meeting has an ordinary vote and a casting vote.

**Frequency of meetings**

9. The Board normally meets once each month in the months of February to November with the exception of July when it does not meet.

Role
1. The role of the Board of Studies for the Bachelor of Design is to:
   (a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
      (i) degree-specific majors for the Bachelor of Design;
      (ii) embedding the UWA Educational Principles in degree-specific majors;
      (iii) pre-requisites, co-requisites and related matters;
      (iv) units, including broadening units;
      (v) articulation agreements;
      (vi) annual reports, incorporating performance and quality data; and
   (b) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Design by the Board of Coursework Studies or Academic Council.

Membership
2. (1) The Board of Studies for the Bachelor of Design comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Architecture, Landscape and Visual Arts, or nominee;
   (e) the Dean of the Faculty of Engineering, Computing, and Mathematics, or nominee;
   (f) the Registrar, or nominee; and
   (g) the President of the Guild, or nominee
   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

Members’ Absence and Nominees
3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.
   (2) Unless the Chair requests or permits otherwise, a member or nominee appointed under 2(1)(b) – (g) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee
4. The term of office of a member appointed as a nominee under 2(1)(a) – (f) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee
5. At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (f) is eligible to be appointed for a second or subsequent term of office.

Skills and/or Qualifications of Members
6. It is desirable that nominees appointed under 2(1)(b) – (e) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum
7. The quorum for the Board of Studies for the Bachelor of Design is half the current membership plus one.

Decisions
8. (1) All questions that come before the Board are decided by a majority of the members present and voting.
   (2) The Chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November with the exception of July when it does not meet.


### Role

1. The role of the Board of Studies for the Bachelor of Science is to:

   (a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
      (i) degree-specific majors for the Bachelor of Science;
      (ii) embedding the UWA Educational Principles in degree-specific majors;
      (iii) pre-requisites, co-requisites and related matters;
      (iv) units, including broadening units;
      (v) articulation agreements;
      (vi) annual reports, incorporating performance and quality data; and

   (b) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Science by the Board of Coursework Studies or Academic Council.

### Membership

2. (1) The Board of Studies for the Bachelor of Science comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Engineering, Computing and Mathematics, or nominee;
   (e) the Dean of the Faculty of Life and Physical Sciences, or nominee;
   (f) the Dean of the Faculty of Medicine, Dentistry and Health Sciences, or nominee;
   (g) the Dean of the Faculty of Natural and Agricultural Sciences, or nominee;
   (h) the Registrar, or nominee; and
   (i) the President of the Guild, or nominee

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

### Members’ Absence and Nominees

3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.
   (2) Unless the Chair requests or permits otherwise, a member or nominee appointed under 2(1)(b) – (i) who is unable to attend a meeting cannot send anyone else in their stead.

### Terms of Office of a member appointed as a nominee

4. The term of office of a member appointed as a nominee under 2(1)(a) – (h) is up to two years.

### Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee

5. At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (h) is eligible to be appointed for a second or subsequent term of office.

### Skills and/or Qualifications of Members

6. It is desirable that nominees appointed under 2(1)(b) – (g) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

### Quorum

7. The quorum for the Board of Studies for the Bachelor of Science is half the current membership plus one.

### Decisions

8. (1) All questions that come before the Board are decided by a majority of the members present and voting.
   (2) The Chair of the meeting has an ordinary vote and a casting vote.

### Frequency of meetings

9. The Board normally meets once each month in the months of February to November with the exception of July when it does not meet.
Board of Studies (Bachelor of Philosophy (Honours)) Constitution

This committee operates in accordance with the Principles and Rules for the Operation of Committees available at http://www.secretariat.uwa.edu.au/page/89528.

Members must act in accordance with the University Committee Members’ Code of Conduct available at http://www.secretariat.uwa.edu.au/page/89528.

Role
1. The role of the Board of Studies for Bachelor of Philosophy (Honours) is to:

(a) ensure that the Bachelor of Philosophy (Honours) operates efficiently and effectively, and to make recommendations, as required, to the Board of Coursework Studies on the following matters:
   (i) Selection criteria/procedures for entry;
   (ii) Structure and content of any units devised specifically for the Bachelor of Philosophy (Honours); and
   (iii) Annual reports, incorporating performance and quality data;

(b) advise and guide the coordinator of the Bachelor of Philosophy (Honours) on its implementation, including:
   (i) Arrangements for research-intensive experiences and other appropriate learning opportunities and special requirements; and
   (ii) The residential program;

(c) review, as directed by the Chair of or the Board of Coursework Studies, any aspect of the Bachelor of Philosophy (Honours); and

(d) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Philosophy (Honours) by the Board of Coursework Studies or Academic Council.

Membership
2. (1) The Board of Studies for the Bachelor of Philosophy (Honours) comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) six members appointed by the Senior Deputy Vice-Chancellor in consultation with the Chair of Academic Board;
   (c) the Pro Vice-Chancellor (Education), or nominee;
   (d) the Dean of the Graduate Research School, or nominee;
   (e) the Registrar, or nominee; and
   (f) the President of the Guild, or nominee

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

Members’ Absence and Nominees
3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.

   (2) Unless the Chair requests or permits otherwise a member or a nominee appointed under 2(1)(b) – (f) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office
4. The term of office of a nominee appointed under 2(1)(a),(c) – (e) or a member appointed under 2(1)(b) is up to two years.

Eligibility for a second or Subsequent Term of Office
5. At the end of a term of office, a nominee appointed under 2(1)(a),(c) – (e) or a member appointed under 2(1)(b) is eligible to be appointed for a second or subsequent term of office.

Skills and/or Qualifications of Members
6. Nominees appointed under 2(1)(b) must have expertise in honours education or equivalent research supervision.

Quorum
7. The quorum for the Board of Studies for the Bachelor of Philosophy (Honours) is half the current membership plus one.

Decisions
8. (1) All questions that come before the Board are decided by a majority of the members present and voting.

   (2) The Chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November with the exception of July when it does not meet.